



# Special Services User Guide

## Step-By-Step Guide

**Step 1** Visit our [Homepage](#).

**Step 2** Once you are on our homepage you will see the "[Estimate Request](#)" form, open the fillable form.

**Step 3** Begin to fill out all the prepopulated fields on the Estimate Request form. **Please note:** *There are drop-down menus and required fields. All designed to help you have a better experience.* Once the form has been completed, please 'click' on "I'm not a robot" and then 'click' the 'submit' green button located on the lower left portion of the form.

### Step 4 Review Your Cost Estimate

You will receive via e-mail, a cost estimate reflexive of your event request(s). Please review and proceed to submit a [Service Request](#).

### Step 5 Submit a Service Request

Please complete fields 2-24 to the best of your ability. Your finance department may be of some assistance with fields 6 and 7 (Org Code & Main Account Number). Once the form is complete proceed to page-2 under "**ROUTING INSTRUCTIONS**" and e-mail to Coordinator at <mailto:SpecialServices@isd.lacounty.gov>.